

**POLICE CHIEF**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Police Department including law enforcement, criminal investigations, support services and administrative functions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assume full management responsibility for all department services and activities including law enforcement, criminal investigations, support services and administrative functions; recommend and administer policies and procedures.
2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Direct criminal investigation functions including investigations against persons and property, and management of cases involving juveniles.
7. Oversee communications and records processing functions including property control, dispatch functions and records maintenance.
8. Oversee and assure proper distribution of concealed weapon permits.
9. Receive complaints or charges made by citizens regarding officer conduct; direct investigations of charges and, based on the recommendations, approve final results or make recommendation to City Manager.
10. Research, understand and apply recent changes in local, State, Federal and case laws; ensure department adherence to changing laws.

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11. Provide emergency safety services to the public as needed; direct, supervise and coordinate activities on site of emergency situations.
12. Select, train, motivate and evaluate law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
14. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
15. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
17. Provide staff support to assigned boards and commissions including the Police Chief's Association and Emergency Medical Care Committee.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive municipal law enforcement program.  
Principles and practices of program development and administration.  
Modern principles, practices and techniques of police administration, organization and operation.  
Methods and techniques of criminal investigation.  
Law enforcement theory, principles and practices and their application to a wide variety of services and programs.  
Principles and practices of crime prevention, suppression and law enforcement.  
Principles and practices of organization, administration and personnel management.  
Methods and techniques of public relations.  
Principles and practices of budget preparation and administration.  
Use of firearms and other modern police equipment.  
Recent court decisions and their effect on department operations.  
Principles of supervision, training and performance evaluation.

**Ability to:**

Manage and direct a comprehensive law enforcement program.  
Develop and administer departmental goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns and needs.  
Plan, organize, direct and coordinate the work of law enforcement staff.  
Delegate authority and responsibility.  
Select, supervise, train and evaluate law enforcement staff.

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Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Perform criminal investigations involving complex and sensitive situations.  
Respond to requests and inquiries from the general public.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Discharge firearms in a safe and effective manner.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.  
A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Six years of increasingly responsible law enforcement experience including three years of management and administrative responsibility.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in criminal justice, police science, public or business administration or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid P.O.S.T. Management Certificate.